



PLANNED DISTRICT – MAJOR AMENDMENTS – GENERAL

Purpose: The purpose of a major amendment to a Planned District is to allow for changes to an approved precise site plan. Major amendments may be used to change conditions of approval, to allow uses not previously allowed, or to provide site plan and architectural approval where this was not performed as part of the original Planned District approval and where City Council review is required.

Code Reference: Fremont Municipal Code Title 8, Chapter 2, Article 18.1 (P Planned District).

I understand that my plan review may be delayed if required materials are missing from the submittal package.

Project Applicant

Date

Submittal Requirements:

NOTE:

- Indicates an item which is always required.
- Indicates an item which may be required, depending on the project. The staff person who provides you this sheet will check (✓) the box if the item is required for your application.

- 1. A completed application form including:

Part I: Project information and the current property owner(s) signature authorizing the project proposal.

Part II Reimbursement Agreement with signature of the billing party acknowledging responsibility for charges.

Part III: A list of all consultants proposed to be involved with the project, or a statement that none are proposed to be involved.

Part IV: A statement signed by the applicant indicating whether the project site is found on the Hazardous Waste and Substances Sites List pursuant to California Government Code Section 65962.5.

Part V: Development Statistics

■ 2. Plans including the following items:

■ a. Vicinity map showing a one-half mile radius of the site.

■ b. Accurately dimensioned site plan showing:

(1) Property lines.

(2) Location, configuration and setbacks of all existing and proposed buildings and intended uses for the buildings and site, including occupancy classification and type of construction as defined in the Building Code.

(3) Parking, vehicle circulation areas and driveways.

(4) Pedestrian ways and recreation areas, existing and proposed.

(5) Development Reserve Boundary, Toe-of-the-Hill and Ridgeline, where applicable.

(6) Fencing.

(7) Easements on the property.

(8) All fire hydrants within 300 feet of the project site.

(9) All land uses surrounding the project site.

■ c. Landscape Concept Plans, new or modified, showing:

(1) Location, spacing, size, quantities, and botanical designations of all existing and proposed on-site, and required right-of-way trees.

(2) Shrub, groundcover, turf grass, and ornamental grass massing with botanical designations provided in list form and grouped by type, symbol, and water use.

- (3) Concept sections and elevation drawings of all landscape architectural features such as walls, fences, lighting, paving types (and patterns), arbors, benches, fountains and other like features showing scale, form, materials, and colors.
 - (4) Existing trees proposed for preservation.
 - (5) Refer to the City's Landscape Development Requirements and Policies online at www.fremont.gov.
- d. Tree Survey Plan showing the following:
- (1) Existing and proposed site features, including but not limited to buildings, walls, paving, grading etc.
 - (2) Tree(s) trunk six-inch DBH (trunk diameter at 4.5 – feet above ground level) and larger located on plan by a licensed surveyor, and with accurate canopy outline.
 - (3) Trees labeled by number and tagged on-site per ISA standards.
 - (4) Summary table identifying botanical designation, DBH, and elevation of tree at ground level.

NOTE: Additional analysis by a certified arborist may be required pending review of tree survey and other required project plans. If not trees exist on site, provide a statement by the civil engineer or surveyor indicating this, as an alternative to the required tree survey.

- ☐ e. Elevations showing:
- (1) Each side of all proposed buildings and/or existing buildings.
 - (2) Materials and colors to be used on each elevation.

- ☐ f. Floor plans, indicating all intended uses of each area.

- 3. The number of plans to be submitted with the application are:
- a. Ten (10) sets of full-sized plans, collated and folded to a size NO LARGER THAN 8" x 13".
 - b. Eighteen (18) sets of the plans reduced to 11" x 17", collated and folded to 8 1/2" x 11".

Your project planner will request you submit the following materials 21 days before your public hearing or action date.

- c. Three (3) sets of full size plans.
- d. Twenty-four (24) sets of plans reduced to 11" x 17", collated and folded to 8 1/2" x 11".
- e. CD-ROM with all the required plans in PDF format.

Full-size plans submitted should be no larger than 30" x 42".

- ☐ 4. Statistics checked below may be given on the site plan or on a separate sheet:
 - ☐ (a) Building floor area (measured from the exterior faces of the walls less any areas within the buildings devoted to parking/circulation, malls and similar areas).
 - ☐ (b) Floor Area Ratio (FAR) calculations on provided worksheet. When the FAR is proposed to exceed the established threshold, an application for a Finding will be needed.
 - ☐ (c) Building coverage of site.
 - ☐ (d) Number of parking spaces, specifying the number of full size, handicapped, and compact spaces.
- ☐ 5. Fifteen (15) copies of the Summary Development Table, if it would reflect any changes from the original project's Summary Development Table (Attachment "A").
- 6. One signed copy of each of the following forms:
 - (a) Letter of Consent to Amended Planned District Zoning Regulations, signed by every owner of property in the project area (Attachment "B").
 - ☐ (b) Letter of Endorsement by Professional Team (Attachment "C").
 - ☐ (c) Letter of Endorsement by Urban Planner for projects over 15 acres in area or involving a mix of land uses (Attachment "D").
- 7. A detailed statement explaining the proposal and the reasons for it. For new developments the statement should also include a proposed package of project amenities.
- ☐ 8. This project will be subject to the requirements of Article 21.7, Affordable Housing, of the Fremont Municipal Code. The Affordable Housing Ordinance generally requires that 15% of the units within your project be made affordable. Details and specifics of the ordinance requirements are available at the Development Services Center and on line at www.Fremont.gov. Your project proposal should include a brief written statement as to

how you propose to comply with the provisions of the ordinance and identify the proposed location of affordable units within the project.

- ☐ 9. A material and color sample board with an overall size no larger than 11" x 17". The sample board shall include exterior finish material and colors for all visible surfaces including ground paving, walls, roofs, glazing systems, etc. The manufacturer's or supplier's names along with the color code and model numbers for each material or color shall be included on the material and color board. Any additional information needed to clearly identify the specific materials proposed to be used shall also be included. Both finish and color shall be labeled and keyed to the elevations.
- 10. Two complete copies of the Impervious Surfaces Form.
- ☐ 11. A Land Use Declaration and a Land Use Acknowledgement, signed by the property owner.
- ☐ 12. Environmental Impact Assessment Questionnaire.

Hearing Notification: The City will notify all property owners, as well as business and residential tenants within the appropriate radius of your project site. Most projects require a 300-foot radius, while some require 1,000-foot based on the sensitivity of the project and the level of community input anticipated or required.

As with all other costs, you will be billed for staff time to research, create and label the required postcards. If the public hearing is delayed for an extended period of time after notices for your project have been mailed, you will be charged the cost to re-mail postcards.

Incomplete Applications: An application is considered to be incomplete if any of the items checked on this information sheet have not been included. Processing of the application will be delayed until the submittal is determined to be complete.

Schedule Time Line: An application will be assigned to a staff planner within a week of a submittal. A letter will be mailed to you identifying your project planner. During that time, the application will be routed to city staff and outside agencies for their review and comment(s). Approximately two weeks after a project submittal, the project will be reviewed by city staff for general ordinance and policy compliance. City staff will determine whether application materials are complete and whether additional environmental studies are required.

An applicant meeting will be scheduled for approximately four weeks after the initial submittal. A letter will confirm the applicant meeting. The applicant and other project representatives should plan on attending this meeting. The meeting is with the project planner, who will discuss any issues identified by the city or outside agencies. The project planner will provide a letter identifying any issues with the project either at the meeting or within 30 days of the application submittal and will identify, if necessary additional material needed for the application.

Once the project planner deems an application complete, the application will be tentatively scheduled for a Planning Commission hearing date. The project planner will advise the applicant the necessary materials required for final submittal for the Planning Commission meeting. The final submittal is required 21 days before the hearing date to allow for review report preparation, and proper noticing. The applicant and other project representatives should plan on attending the Planning Commission hearing.

Appeals of Planning Commission Action: Appeals of Planning Commission action are considered by the City Council. Appeals to the City Council must be submitted in writing to the City Clerk within 10 calendar days of the Planning Commission action. Your appeal letter must be accompanied by a \$50 appeal fee and must set forth (a) the specific action appealed from, (b) the specific grounds of the appeal and (c) the relief or action sought from the City Council. For additional details regarding appeals to the City Council, contact the City Clerk's office, 3300 Capitol Avenue, Fremont, CA 94538, phone: (510) 284-4060.

City Council Hearing Date: Planning Commission recommendations for approval are considered by the City Council approximately four to six weeks after the Planning Commission hearing. Planned district major amendments require introduction and adoption of ordinances by the City Council at two separate hearings at least one week apart.

Development Impact Fees:

Commercial and Industrial Buildings

Development impact fees may be assessed if your project involves new construction or additional floor area. If the project involves a change of use in a building, development impact fees may also be assessed. For example, a change from a warehouse to an industrial classification or a change from retail to an office would require Development Impact Fees be paid. A credit will be applied to the value of fees for the previous use category and a charge will be applied for the fees of the new use category. There are three categories of Development Impact fees assessed for commercial and industrial buildings: Traffic, Capital Facilities and Fire Protection Fees.

Residential Developments

New residential dwellings (single family and multi-family projects) always trigger payment of Development Impact Fees. In addition to the fee categories assessed for commercial and industrial buildings, new residential construction also requires the payment of Park Facilities and Park Dedication In-Lieu fees.

For further information on Development Impact Fees, please refer to the Development Impact Fee schedule available in the Development Services Center or speak with a Development Services staff member.

Fees: The minimum deposit for your application is \$_____ and is due at the time of submittal. The actual charge will be based on staff time required to process the application, including any appeal. Progress billings will be invoiced during the review of the project if charges exceed the minimum deposit. A refund will be invoiced at the completion of the project review if excess funds have been paid.

Requirements described on this sheet are subject to change. If you need additional information or clarification to prepare your submittal, please contact the staff person who furnished you this sheet for further assistance.

Information sheet furnished by: _____ Phone: (510) 494-_____

for proposal: _____

_____ Date: _____

ATTACHMENT “A”

File: PLN _____

Amends P _____

SUMMARY DEVELOPMENT TABLE

Project Name: _____ Related file numbers: _____ Land Use: _____ Location: _____ Developer: _____ Planner: _____ Engineer: _____ Architect: _____			
RESIDENTIAL			
Project Area: Gross area (including any area to be dedicated for public streets) _____ Acres Net (project area only, less area to be dedicated for public streets) _____ Acres			
Dwelling Units:	Number	Per Gross Area	Density Per Gross Area
Single Family Detached	_____	_____ du/ac	_____ du/ac
Single Family Attached	_____	_____ du/ac	_____ du/ac
Apartments (Rental)	_____	_____ du/ac	_____ du/ac
Condominium Units	_____	_____ du/ac	_____ du/ac
Below Market Rate Units	_____	_____ du/ac	_____ du/ac
Total	_____	_____ du/ac	_____ du/ac
Area Distribution:			
Building Coverage		_____ acres	_____ % net acres
Vehicle Parking and Circulation		_____ acres	_____ % net acres
Open Space (net site area minus building and vehicle areas)		_____ acres	_____ % net acres
Private Usable Open Space (screened patios, balconies and private yards)		_____ acres	_____ % net acres
Common Usable Open Space (with minimum dimension of 15'; less setback areas and areas between buildings and public streets)		_____ acres	_____ % net acres

File: PLN _____
Amends P _____

Parking Spaces:	
Ratio (on-site parking spaces per unit)	_____ spaces per unit
Off –street Parking	_____ spaces per unit
Under building (not enclosed)	_____ spaces per unit
Carports	_____ spaces per unit
Garages	_____ spaces per unit
Open	_____ spaces per unit
Resident Parking	_____ spaces per unit
Guest Parking	_____ spaces per unit
Boat and Trailer Parking	_____ spaces per unit
On-street Parking	_____ spaces per unit
Unit Composition:	
Anticipated Price Range:	

NONRESIDENTIAL		
Project Area (defined above):		
Gross		_____ Acres
Net		_____ Acres
Area Distribution:		
Building Coverage	_____ Acres	_____ % net acres
Vehicle Parking and Circulation	_____ Acres	_____ % net acres
Open Space	_____ Acres	_____ % net acres
Statistics:		
Total Gross Floor for each use		_____ square feet
Number of Parking Spaces		_____ spaces

ATTACHMENT “B”

LETTER OF CONSENT TO AMENDED PLANNED DISTRICT ZONING REGULATIONS

To: Community Development Director
City of Fremont
39550 Liberty Street
P. O. Box 5006
Fremont, CA 94537

I (We) hereby declare that I am (we are) the legal owner(s) of the property described:

[Legal or other adequate description of
property(ies) proposed for Planned District amendment]

and that, at the time of adoption of the ordinance amending the Planned District for this property, I (we) agree:

1. That I (we) shall be bound by the conditions and regulations proposed, and which will be effective, within the district; and
2. To record such written agreement with the County Recorder.

Signature _____ Date _____

Print Name _____ Date _____

Signature _____ Date _____

Print Name _____ Date _____

ATTACHMENT “C”

LETTER OF ENDORSEMENT BY PROFESSIONAL TEAM

To: Community Development Director
City of Fremont
39550 Liberty Street
P. O. Box 5006
Fremont, CA 94537

Enclosed is an application for approval of a Planned District Major Amendment.

The application includes the following documents:

[Clearly identify by title, number
of pages and date of preparation.]

We hereby certify:

1. That we have prepared the documents cited above; and
2. That we endorse the application represented by them. It reflects, within our professional competencies and considered judgment, an optimum solution for development of the site.

Urban Planner

Date

Licensed Architect

Date

Licensed Land Surveyor

Date

Registered Civil Engineer

Date

Registered Landscape Architect
*Community Development Department
Planning Division
39550 Liberty Street, Fremont, CA 94538
510 494-4440 ph / www.fremont.gov*

Date

*PL7-0023/ jw
Rev. 04/12*

ATTACHMENT “D”

LETTER OF ENDORSEMENT BY URBAN PLANNER

To: Community Development Director
City of Fremont
39550 Liberty Street
P. O. Box 5006
Fremont, CA 94537

Enclosed is an application for approval of a Planned District .

The application includes the following documents:

[Clearly identify by title, number
of pages and date of preparation.]

I hereby certify:

1. That I am a qualified urban planner as defined below;
2. That I have prepared the documents cited above; and
3. That I endorse the application represented by these documents. It reflects, within my professional competency and considered judgment, an optimum solution for development of the site.

Signature of Urban Planner

“Qualified Urban Planner” is defined as a professional planner holding full membership in the American Planning Association, or a planner who can demonstrate and document his or her experience as a person responsible for a comprehensive urban general plan funded under Section 701 of the United States Housing Act of 1954, as amended.